

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

FIRE INSPECTOR SPECIALIST

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Fire Inspector Specialist is the second level in a five level Fire Prevention series. Incumbents are responsible for conducting more complex inspections of new and existing occupancies to evaluate compliance with codes and regulations related to fire and life safety and performing entry level plan reviews.

The Fire Inspector Specialist is distinguished from the Fire Inspector by its responsibility for performing entry-level plan reviews. The Fire Inspector Specialist is distinguished from the Senior Fire Inspector, which is responsible for making work assignments, overseeing the work of other Fire Inspectors, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1. Plans and conducts field inspections of fire sprinklers, fire alarms, site plans, tracts, and related building construction components to assess conformity with State and Local fire safety codes, life safety codes, and related ordinances.
2. Provides technical advice to property and business owners in the methods of controlling and eliminating hazardous conditions, determining time lines for compliance, addressing complaints, and researching owner records and past occupancy histories.
3. Oversees/witnesses state mandated inspection, testing and maintenance of existing fire protection systems and equipment. Analyzes test results, initiates corrective actions as necessary and ensures compliance.
4. Performs a variety of administrative activities in support of division operations, which includes: creating/maintaining inspection records; preparing reports detailing activities; preparing and issuing citations; researching fire prevention/protection standards and codes; providing technical assistance to Fire company personnel; and, performing other related activities.
5. Performs fire and life safety related plan reviews for compliance with applicable State and Local codes.
6. Performs inspections of all occupancies regulated by state and local fire and life safety codes.

Daily
50%

Daily
20%

Daily
5%

Daily
5%

Weekly
5%

Weekly
5%

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Deleted: commercial buildings and licensed residential care facilities.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
7.	<u>Develops, coordinates and presents</u> educational programs regarding fire prevention, fire protection, and life safety methods and techniques.	Monthly 5%
8.	Prepares correction notices and letters associated with <u>inspections and</u> prepares documentation in support of citations or warrants for the arrest of violators, including providing expert testimony in court hearings on criminal and civil matters filed by the Fire Prevention <u>Division</u> on offenses against fire laws, ordinances, and regulations.	Occasion- ally 5%
9.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- One year of experience as a City of Fresno Fire Inspector is required;
- OR
- Two years paid full time experience performing inspections in a public fire prevention bureau or industrial safety engineering in private industry or in building inspection work in a public bureau.,
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- California State Fire Marshal Fire (CSFM) Prevention 1A, 1B, 1C Certification
- Must obtain California State Fire Marshal Fire Prevention Officer certification within the probationary period

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Knowledge (position requirements at entry):

Knowledge of:

- Mathematical concepts;
- Hazardous material reactions;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Investigative methods and techniques;
- Compliance inspection methods;
- Basic geography;
- Plan review practices;
- Customer service policies, principles and practices;
- Fire sprinkler and alarm installation methods;
- Fire safety systems used in residential, commercial, industrial and institutional facilities;
- Computers and applicable software and database systems;
- General writing principles and report writing techniques.

Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Providing customer services
- Preparing and performing mathematical calculations
- Conducting inspections and investigations
- Reviewing construction plans for compliance with applicable codes, ordinances, laws, rules, regulations, and project specifications
- Managing multiple priorities simultaneously
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, travel and disruptive people.

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Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007